



## TCA Committee Job Description

**Role Title:** Equipment officers

**Role Description:** Monitor reports from members concerning equipment issues & ensure appropriate action.

**Responsible to:** The members

**Key Tasks:**

- Monitor the condition of TCA equipment
- Ensure TCA equipment register is up to date
- Raise equipment issues with the committee
- Advise of any future requirements or short falls
- Carry out minor repairs if possible
- Consult with committee on cost of major repairs

**Liaison:** The committee  
Suppliers of equipment

**Time Commitment:** n/a

### **Allowable Expenses:**

These must be approved by Chair/Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

### **Time Period of Post:**

One Year – from AGM to AGM